

**DENVER**  
**OFFICE OF SPECIAL EVENTS**



# RULES & REGULATIONS

Of the Executive Director of the Office of Special Events,  
City and County of Denver

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APPROVED AS TO FORM:

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**Kristin M. Bronson**  
City Attorney for the City & County of Denver

APPROVED & ADOPTED:

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**Katy L. Strascina**  
Executive Director of the Office of  
Special Events

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Effective Date

<p><b>Sec. __. – Purpose</b></p>	<p>The purpose and intent of the OSE Rules and Regulations is to set clear processes and guidelines to consistently support the planning and execution of safe and compliant public events held on public property in the City and County of Denver.</p>
<p><b>Sec. __. – Authority</b></p>	<p>These rules and regulations (“Rules and Regulations”) are adopted by the City and County of Denver’s Executive Director of the Office of Special Events pursuant to Article XXI of Chapter 2 of the Denver Revised Municipal Code of the City and County of Denver (“DRMC”).</p>
<p><b>Sec. __. - Definitions.</b></p>	<p>Words and phrases used in these rules and regulations shall have the following meaning respectively ascribed to them:</p> <ol style="list-style-type: none"> <li>(1) <b>Application Review</b> shall mean acceptance, processing, and advisement concerning an application for a Special Event by the Department.</li> <li>(2) <b>Attendee</b> shall mean any attendees, participants, spectators, and other members of the public at a Special Event.</li> <li>(3) <b>Department</b> shall mean the Office of Special Events (OSE).</li> <li>(4) <b>Executive Director</b>, when not otherwise described, shall mean the manager of the office of special events of the City and County of Denver (“City”) and the manager’s authorized representative.</li> <li>(5) <b>First Event Set Up Date</b> First day for Permittee / event to take occupancy of public space.</li> <li>(6) <b>Permittee</b> shall mean an individual or a non-profit or for-profit entity who or which makes application to, and obtains, an Office of Special Events Permit from the Department, for the holding of a Special Event.</li> <li>(7) <b>Special Event</b> shall mean a temporary event held on public property, open to the public, involving permitting by, and coordination of, two or more city agencies, in addition to the Department.</li> <li>(8) <b>Office of Special Events Permit</b> shall mean a Special Event permit issued by the Department indicating that all other city requirements necessary have been met or obtained by the Permittee.</li> <li>(9) <b>Application Ready for Review</b> includes a draft site plan, all applicant and Special Event information as outlined within the Department application, a draft community notification, and materials required for occupancy of premise submitted to the Department; if an event is intended to be held in a Denver park,</li> </ol>

	<p>an Application Ready for Review includes a preliminary park permit or evidence of a pending preliminary park permit in Denver Parks and Recreation’s system of record; if an event is intended to be held in the public right of way, an Application Ready for Review includes a traffic control plan.</p> <p><b>(10) Permit Requirements</b> shall mean compliance with all applicable City ordinances, rules and regulations governing special events, including permits, permissions, reviews, deadlines and acknowledgements of the Department and other city agencies.</p> <p><b>(11) Total Number of Daily Attendees</b> shall include the total number of persons attending an event throughout one day; this does not include staff or volunteers.</p>
<p><b>Sec. . – Application Process</b></p>	<p><b>Timelines:</b></p> <p>(1) An Application Ready for Review and the payment of any applicable fee for an Office of Special Events Permit (OSEP) must be submitted to the Department as provided below:</p> <ol style="list-style-type: none"> <li>a. Sixty (60) days prior to the first event set-up date.</li> <li>b. Applications submitted fifty-nine (59) days, but no later than thirty (30) days prior to the first event set-up date, will be charged late fees outlined below, in the <b>Section ____ - Fees</b>.</li> <li>c. Applications submitted fewer than 30 days prior to first event set-up date will not be processed unless explicit written authorization from Executive Directors of the Department and the city agency or agencies charged with control of the public property upon which the Special Event is being requested is provided to the applicant.</li> <li>d. Finalized Permit Requirements are due to the Department five (5) business days prior to first event date. Permit Requirements submitted fewer than five (5) business days prior to event may be subject to an administrative late fee equal to two times the initial application fee. However, if the Executive Director, in his/her sole discretion determines that the City is the sole limiting factor in completing all requirements, no administrative late fee will be assessed.</li> </ol> <p>(2) Application deadlines for Special Event applications as provided above may be waived by the Executive Director if the following conditions are met: (1) the Permittee can show good cause such as but not limited to extenuating circumstances, City and County of Denver</p>

	needs, pre-approval by Executive Director, (2) no unreasonable burden on the City will be created by the waiver, (3) No history of late or non-payment.																
<b>Sec. – Process</b>	<p>(1) Upon submittal of an Application Ready for Review and payment of applicable application fee for a Special Event, Department staff will conduct an Application Review.</p> <p>(2) The application fee, described in <b>Sec. __ Fees</b>, below, shall be due and payable to the Manager of Finance upon submittal of the Complete Application.</p> <p>(3) Department staff will advise Permittee of all necessary Special Event Permit Requirements for the proposed Special Event. Permittee shall work closely with Department staff to identify and obtain all other necessary and applicable City permits and meet all city requirements, depending on the details of the proposed Special Event.</p> <p>(4) An Office of Special Events Permit shall only be approved after any and all other applicable City requirements are complete and necessary permits, approvals, and permissions are obtained.</p> <p>(5) If an event fundamentally changes its initial proposed format, a new application may be required.</p>																
<b>Sec. – Fees</b>	<table border="1" data-bbox="375 1035 1411 1213"> <thead> <tr> <th data-bbox="375 1035 889 1066"><b>Total Number of Daily Attendees*</b></th> <th data-bbox="889 1035 1411 1066"><b>Processing Fee</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="375 1066 889 1098">1-350</td> <td data-bbox="889 1066 1411 1098">\$25.00</td> </tr> <tr> <td data-bbox="375 1098 889 1129">351-3,000</td> <td data-bbox="889 1098 1411 1129">\$75.00</td> </tr> <tr> <td data-bbox="375 1129 889 1161">3,001-10,000</td> <td data-bbox="889 1129 1411 1161">\$150.00</td> </tr> <tr> <td data-bbox="375 1161 889 1213">10,000+</td> <td data-bbox="889 1161 1411 1213">\$250.00</td> </tr> </tbody> </table> <table border="1" data-bbox="375 1255 1411 1434"> <thead> <tr> <th colspan="2" data-bbox="375 1255 1411 1287"><b>Late Fees</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="375 1287 889 1360">&lt; 60 days for application</td> <td data-bbox="889 1287 1411 1360">Equivalent to application fee for expediting</td> </tr> <tr> <td data-bbox="375 1360 889 1434">&lt; 5 days for permit requirements</td> <td data-bbox="889 1360 1411 1434">Equivalent to application fee for expediting</td> </tr> </tbody> </table> <p data-bbox="375 1472 1190 1503">*may be subject to audit if egregious discrepancy is believed to exist</p> <p data-bbox="375 1545 1092 1577">Application fees will not be assessed for internal city events.</p> <p data-bbox="375 1598 1487 1682">Application fees may be waived, on a case-by-case basis, at the sole discretion of the Executive Director.</p>	<b>Total Number of Daily Attendees*</b>	<b>Processing Fee</b>	1-350	\$25.00	351-3,000	\$75.00	3,001-10,000	\$150.00	10,000+	\$250.00	<b>Late Fees</b>		< 60 days for application	Equivalent to application fee for expediting	< 5 days for permit requirements	Equivalent to application fee for expediting
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<b>Sec. . –</b>	In the interests of public health, safety, and welfare, the Department may designate a special event impact area that surrounds a Special Event. If a special event impact area is designated,																

<p><b>Special event impact area.</b></p>	<p>the City may limit the number of permits, applications, or approvals issued within the special event impact area.</p> <p>(1) The Department will set the duration and boundaries of a special event impact area:</p> <ul style="list-style-type: none"> <li>i. in coordination with affected city departments and public agencies; and</li> <li>ii. balancing the needs of the Special Event with public health, safety, and welfare</li> </ul> <p>(2) A business or property, including a vendor licensed under the Department of Excise and Licenses, located within a special event impact area will not be required to seek additional permits if the business or property operates in a manner consistent with its existing permits.</p>
<p><b>Sec. ____ - Insurance required / exceptions.</b></p>	<p>It shall be unlawful for any person to conduct, operate, or manage a Special Event unless currently insured by a reputable insurance company, said policy providing insurance coverage for at least the duration of the permitted Special Event for injury to or death of persons in accidents resulting from any cause for which said person would be liable on account of any liability imposed on him by law; and as against damage to the property of another, including personal property, under like circumstances. The Executive Director, in consultation with the City's Risk Management department shall determine and set the minimum insurance limits.</p>